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GOVERNMENT OF PUERTO RICO
DEPARTMENT OF EDUCATION
SAN JUAN

November 17, 1936.

Circular Letter No. 45.

Re: DISTRIBUTION OF BULLETIN ENTITLED VOCABULARY BUILDING.

To Superintendents of Schools.-

Ladies and Gentlemen:

We are sending you under separate cover, 75 copies of the bulletin entitled Vocabulary Building. Each teacher in charge of English in grades III - VIII of the urban zone and in grades IV - VIII in the rural zone should be given a copy of this bulletin.

Vocabulary building has been considered by all who have dealt with the problem of language teaching, a very important activity. Due to lack of time, the English Committee had to postpone the preparation of material dealing with this activity at the time of the drafting of the course of study.

The bulletin we are now offering is the result of investigation and research conducted as follows:

A. General.

1. A study of the methods used by different educators in the preparation of vocabulary lists.

2. Consultations with Dr. Gray.

3. Framing of different methods of compilation.

4. Consultations with Dr. West.

5. Study of Dr. West's books dealing with the subject.

6. Preparation of the first draft of the bulletin.

7. Attendance at the meetings for the discussion of the Interim Report.

8. Preparation of the final draft of the bulletin.

B. Preparation of the Vocabulary Lists.

1. General basis - Interim Report.

2. Selection of the first 500 words.

(a) General source - Interim Report.

(b) Selection of the first 500 words by Dr. West and Dr. Thorndike Direct Source.

(c) Checking of this list with "Basal Vocabulary" found in Teaching a Standard English Vocabulary, by Marie M. Hughes.

(d) Revision of this selection, adding certain words from Elson Basic Listsand omitting others found difficult.

(e) Revision of this list by two competent first grade teachers.

(f) Final List.

(g) Addition of some supplementary words necessary in dealing with small children.

3. Selection of the fourth 500 words.

(a) Selection of the 4th 500 words by Dr. Thorndike and Dr. West Direct source.

(b) Revision of this selection by three competent teachers.

(c) Checking of this lsit with the Vocabulary of Social Studies in English and with the Vocabulary of Arithmetic in English.

4. Selection of the second 500 and third 500 words.

(a) Distribution of these 1000 words into two groups of 500, using the following criteria.

The 2nd 500-

(1) Most of story words. (The World of Make-Believe)

(2) Most common structural words.

(3) Words related to topics covered in

(a) Social Studies
(b) Arithmetic
(c) General Science.

The 3rd 500-

The rest of the words after the above selection is made.

(b) Checking of this list with the Vocabulary of Social Studies in English and with the Vocabulary of Arithmetic in English.